PROOF OF DELIVERY

IN THE STATE OF ILLINOIS, CIRCUIT COURT

COUNTY: _____
County Where You Are Filing the Case

Enter the case information as it appears on your other court documents.

PLAINTIFF/PETITIONER OR IN RE: _____
Who started the case. *First, Middle, and Last Name, or Business Name*

DEFENDANTS/RESPONDENTS: _____
Who the case was filed against.

_____

_____
First, Middle, and Last Name, or Business Name

_____
Case Number

PROOF OF DELIVERY

Fill out the information below to show how you are sending the documents listed in A ***to the other people in the case.*** *If a person in the case has a lawyer,* ***you must send the documents to their lawyer.***

A. I am sending this *Proof of Delivery* and the following court documents:

_____
Name of Documents

To:

Name: _____
First *Middle* *Last Name*

Address: _____
Street, Apt. # *City* *State* *Zip Code*

Email Address: _____

By: ☐ Electronically to the email address in **A:**

☐ By email *(not through an EFSP).*

☐ Using an approved electronic filing service provider (EFSP).

☐ I or the person I am sending the document to do not have an email address. I am sending them by**:**

☐ Mail or third-party carrier to the address in **A**, with postage or delivery charge prepaid.

Location of mailbox or third-party carrier: _____ _____
City *State*

☐ Personal hand delivery at this address:

NOTE: You can only deliver to the party, party's family member over 13 at party's residence, party's lawyer, or party's lawyer's office

Address _____
Street, Apt. #, City, State, and Zip Code

☐ Mail to the address in **A,** from a prison or jail: _____
Name of Prison or Jail

This document will be sent on: Date: _____ Time: _____
Month, Day, Year *Include AM or PM*

B. ☐ I am not sending these documents to additional people.

- OR -

☐ I am sending these documents to an additional person not listed in **A**:

Name: _____
First *Middle* *Last Name*

Address: _____
Street, Apt. # *City* *State* *Zip Code*

Email Address: _____

By: ☐ Electronically to the email address in **B:**

☐ By email *(not through an EFSP).*

☐ Using an approved electronic filing service provider (EFSP).

☐ I or the person I am sending the document to do not have an email address. I am sending them by**:**

☐ Mail or third-party carrier to the address in **B**, with postage or delivery charge prepaid.

Location of mailbox or third-party carrier: _____ _____
City *State*

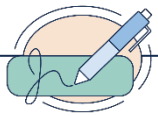
☐ Personal hand delivery at this address:

NOTE: You can only deliver to the party, party's family member over 13 at party's residence, party's lawyer, or party's lawyer's office

Address _____
Street, Apt. #, City, State, and Zip Code

☐ Mail to the address in **B,** from a prison or jail: _____
Name of Prison or Jail

This document will be sent on: Date: _____ Time: _____
Month, Day, Year *Include AM or PM*



SIGN

Under 735 ILCS 5/1-109, your signature means that you:
1) certify that everything in this document is true and correct, and 2) understand that making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Your Signature /s/_____ Print Your Name _____

Your Address _____
Street, Apt. # *City* *State* *Zip Code*

Your Phone Number _____ Attorney Number (if any) _____

Your Email (if you have one) _____

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

Case Number: _____

WHAT'S NEXT

NEXT STEP FOR PERSON FILLING OUT THIS FORM:

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. Then, send your forms to the other people in the case. Find your Circuit Clerk: ilcourts.info/CircuitClerks.

Learn more about each step in the process and how to file in our Instructions: ilcourts.info/proof-deliv-instructions.

NEXT STEP FOR PERSON RECEIVING THIS DOCUMENT:

For more information about going to court including how to fill out and file forms, call or text **Illinois Court Help** at 833-411-1121 or go to ilcourthelp.gov.

If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at ilao.info/glossary. You may also find more information, resources, and the location of your local legal self-help center at: ilao.info/lshc-directory.